



IMCOM-K Human Resources Employee Information Briefing On BRAC and Transformation

**Region Staff
Town Hall Meeting
13 November 2008**



Before we start - -



- This briefing contains standard HR guidance developed for all regions.
- Actions with impact on Korea are ongoing.



Purpose



- **To inform IMCOM appropriated and non-appropriated fund civilian employees of the impact of transformation and BRAC relocation**
- **To provide civilian employees information regarding benefits, entitlements and applicable incentives**
- **To facilitate informed decision-making**



Agenda



- **Drivers of BRAC and Transformation**
- **HR Plan Guiding Principles**
- **Basic Strategy:**
 - **Phase I - Transformation**
 - **Phase II - Relocation**
 - **Understanding your choices in the Volunteer Process**
- **Relocation tools and programs offered**
 - **Volunteers relocating**
 - **Management discretionary tools**
- **Impact on pay and benefits**
- **Transition Assistance**
- **Non-binding canvass letter procedures**
- **Takeaways**



IMCOM BRAC and Transformation Drivers



- **BRAC 2005 Directs relocation of IMCOM components:**
 - **HQ IMCOM, AEC, and FMWRC to Ft Sam Houston, TX**
 - **Northeast Region to Ft Eustis, VA**
 - **Southeast Region to Ft Eustis, VA (co-locate with Northeast)**
 - **Northwest Region to Ft Sam Houston from Rock Island Arsenal and consolidation with the Southwest Region to form the West Region**
- **Installation Management Study (IMS) Outcomes:**
 - **HQ IMCOM to be transformed around shared services**
 - **Regions to be transformed around a command group and “Region Installation Support Teams” (RIST)**



Transformed Structure



Command Group

**Regional Installation
Support Team (RIST)**

**Forward
Functional
Support Teams**

**Functional Support
Teams**

**1 Oct 09 - Assigned to
SA but all located in
Korea**

**Phased move to SA
thru Jul 2011**



HR Plan Guiding Principles



- **Maintain mission capability throughout transformation and relocation**
- **Equity and fairness for all impacted employees**
- **Maximize workforce retention - Volunteer Program guarantees employees a job!**
- **Maintain Leadership Flexibility**

IMCOM Transformation Goal:
The right people
In the right place
At the right time
With the right resources



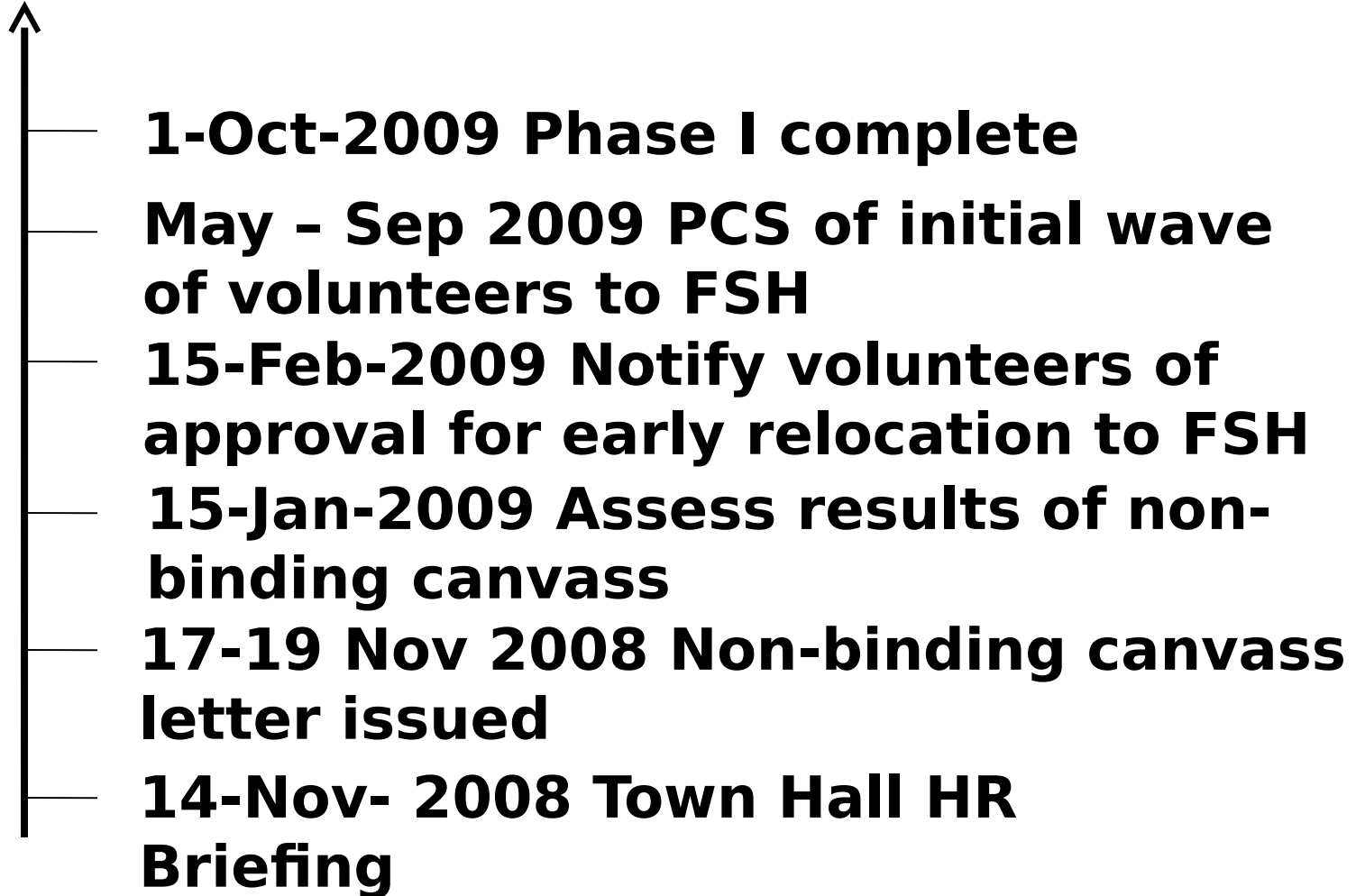
Phase I (Transformation)



- **Reorganize HQs, FMWRC, AEC**
 - **“Shared Services” alignment**
 - **Some local change in duty station**
- **Assess interest in early relocation to FSH to establish “foot hold” via non-binding canvass**
- **Stand up transformed Regions - concurrently, realign remainder of permanent/term region staff to HQs**
- **Initial realignment to HQs will be virtual pending final transformation and BRAC relocation**
- **No adverse impact on permanent employees**
- **Phase completed o/a 1 October 2009**



Phase I Critical task timeline





Phase II Basic Strategy - Relocation



- **Executed through the IMCOM Volunteer Process**
 - Every permanent employee volunteer guaranteed a job offer at their current pay band/equivalent level
 - Administered via “BINDING SURVEY OF INTEREST” (SOI) o/a 31 October 2009
 - Must meet OPM/DOD qualification standards
 - Employee volunteers for their current permanent position/pay band
- **Job offer order of priority**
 - Direct Match: Same/essentially same job at old new location
 - Indirect Match: Same/Similar functional family
 - Other Match: Jobs that may need to be restructured to make an offer



Phase II Basic Strategy - Relocation



- **Job offer relocation priority**
 - HQs core staff priority for matches in FSH; May indicate a secondary preference for region forward deployed FST
 - HQs personnel already co-located with region have priority for forward deployed FST positions
- **Relocate in Phases**
- **Management determines move date of position with consideration of employee preference or personal circumstances**



Understanding Your Volunteer Choices



- **Your Choices have CONSEQUENCES! You can -**
- **Volunteer and accept written job offer**
- **Volunteer, then later decline written job offer**
- **Volunteer, accept written job offer but later decline move**
- **Decline volunteer opportunity (i.e. not respond to binding survey of interest)**



Understanding Your Volunteer Choices



- **Volunteer and accept written offer**
 - **Ineligible for VSIP/VERA**
 - **Appropriated fund employees Ineligible for PPP registration**
 - **Protected from RIF/NAF Business Based Action (BBA)**
 - **Must sign Relocation Agreement**
 - **Full PCS & DNRP (With HMIP)**
 - **Reporting date determined by Management**
 - **Employee preferences considered**



Understanding Your Volunteer Choices



- **Volunteer, then later decline written offer**
 - **Remain in current position until further notice**
 - **May be detailed/TDY to do other work**
 - **Participate in RIF/BBA if not employed elsewhere or voluntarily separate prior to receipt of RIF Separation Notice**
 - **Eligible to apply for VSIP**
 - **Ineligible for early PPP registration**
 - **If eligible for severance pay, mandatory PPP registrant upon receipt of RIF separation notice**
 - **NAF employees separated under BBA placed on re-employment priority list**



Understanding Your Volunteer Choices



- **Volunteer, accept written offer but later decline move**
 - **May be issued notice of proposed separation under adverse action procedures**
 - **If so, ineligible for VSIP**
 - **Ineligible for PPP registration / NAF priority consideration**
 - **Other transition programs**



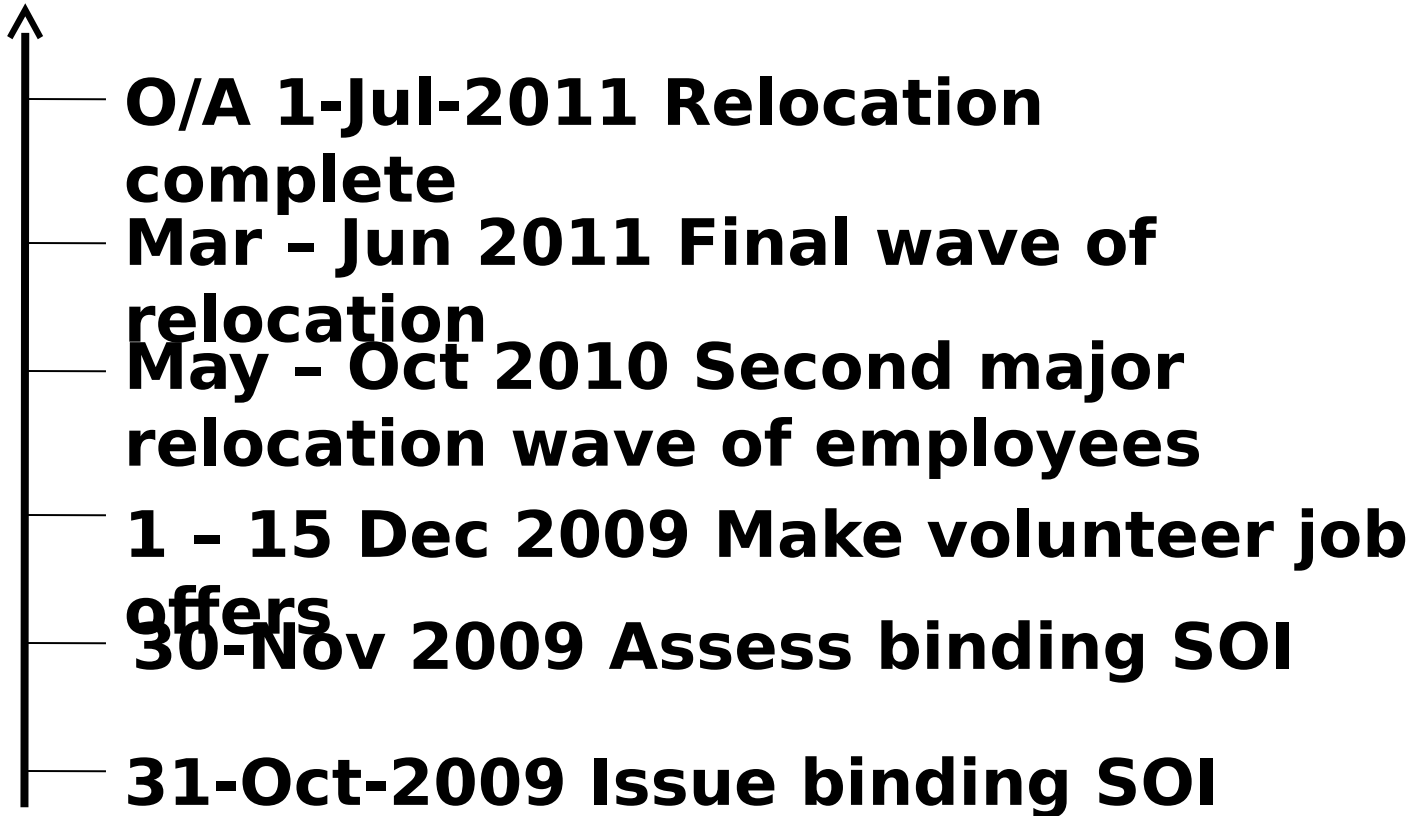
Understanding Your Volunteer Choices



- **If you do not wish to volunteer**
 - **DO NOT** reply to binding SOI
 - **Remain in current position until further notice**
 - **May be detailed/TDY to do other work**
 - **Eligible for VSIP/VERA**
 - **Eligible for early PPP registration / NAF priority consideration**
 - **Participate in RIF/BBA if not placed, employed elsewhere or voluntarily separate**
 - **Eligible for other outplacement and transition assistance determined through individual counseling**



Phase II Critical task timeline





Understanding Your Volunteer Choices



- **We will continue to educate and provide further information to the workforce prior to issuance of binding SOI**
- **Nothing in this process restricts employees from applying or accepting any job announced by IMCOM or other Federal Agency**
- **Korea employees generally will retain PPP and any existing reemployment rights they may have in conjunction with their normal DEROS**



Relocation Tools and Programs



Offered to all Volunteers:

- **Defense National Relocation Program (DNRP):
Guaranteed Home Sale (GHS)***
 - **Home Marketing Incentive Payment (HMIP)***
 - **Permanent Change of Station (PCS) expenses**
 - **Employee will contact servicing CPAC to verify
their eligibility for use of GHS and HMIP**
- * GHS, and HMIP do not apply to a Korea owned home.
IMCOM is reviewing policy to see if it applies to a US
owned home of an OCONUS employee.**



Relocation Tools and Programs



- **GHS**

- Can relieve you of the burden of selling your home; waiting to close and receive equity, and; submitting vouchers for reimbursement for real estate expenses
- DNRP contractor purchases primary residence at current market value, based on appraisals or market based offer
- Maximum home value which GHS is payable is \$750,000 unless waived by activity Commander
- Employee responsible for all normal Federal, State taxes
- Employee will contact servicing CPAC to verify eligibility to use DNRP
- Eligible employees are assigned a Relocation Specialist who works them through the process
- For more information see: JTR, Vol. 2, Chap 15, Part A and www.nab.usace.army.mil/dnrp/



Relocation Tools and Programs



- **Home Marketing Incentive Payment (HMIP)**
 - **Incentive paid to an eligible employee to find a bona fide buyer for their residence through independent marketing efforts**
 - **Component/Command determines payment amount; Payment will not exceed the least of:**
 - **1-5% of the price the DNRP contractor paid for the purchase or \$10,000**
 - **To be eligible, employee must:**
 - **Enter their residence in the DNRP GHS program**
 - **Independently and aggressively market the residence**
 - **Find a bona fide buyer**
 - **Transfer residence to the DNRP contractor as an amended value sale**



Relocation Tools and Programs



- **Permanent Change of Station (PCS) expenses**
 - Travel and Transportation expense reimbursement (Per Diem, POV mileage...)
 - Movement of HHGs (up to 18,000 lbs; 90 days temp storage. May be extended additional 90)
 - Temporary Quarters (lodging, meals, tips, fees; initial limit 60-days. May be extended additional 60)
 - Real Estate expense reimbursement
 - Reimbursement for certain claimed expenses associated with sale or purchase of residence at old/new duty station
 - Real estate home sale expenses not reimbursable if using DNRP GHS
 - **House Hunting Trip (HHT)**
 - Authorized round-trip for up to 10 days for purpose of seeking residence
 - Employee's TQSE reduced by number of days taken for HHT
 - Not authorized until employee has agreed to relocate and date of relocation has been established
 - **Reporting Date (Mission needs; Employee preference considered)**



Key Management Discretionary Tools



- **Recruitment, Retention, Relocation incentives**
 - Discretionary tools used to incentivize New or current employees to join, remain or relocate with an organization
 - Most often used to attract or retain critical skills at the gaining or losing location, or to maintain continuity of operations
 - All require a written Service Agreement
 - **Voluntary Separation Incentive Payment (VSIP)**
 - Tool used to reduce or eliminate projected involuntary separations during downsizing, base realignment or closure
 - Often used in conjunction in Voluntary Early Retirement Authority (VERA), but both may be offered independent or the other
 - Amount is \$25,000 or the amount of severance pay, whichever is less
 - Employee who receives VSIP, ineligible to register in PPP
 - VSIP window mandatory before RIF separation notices issued
 - **Other Programs include:**
 - Re-employed Annuitants
 - 2-for-1 Spouse Employment Opportunity
 - Wounded Warrior hiring authorities
 - First Duty Station PCS
- Use of PPP and ICTAP as recruitment sources**



Impact on Pay and Benefits



- **Appropriated Fund Employees -**
- **If you choose to volunteer and relocate from Korea to SA -**
 - **Base Pay - No Change**
 - **Local Market Supplement - Change from 0% to 13.18% (2008 pay schedule)**
 - **Life Insurance - Potential increase in total coverage due to LMS/total salary**
 - **Health Insurance - No Change; However, may require election of new plan**
 - **TSP- No Change to current balance; Potential impact on value of % contributions between Korea & SA**
 - **Retirement - Potential increase in retirement contributions/High 3 annuity calculations**
 - **BRAC Restored Leave -NA for Korea**
- **Employee may seek further counseling and information on these topics from your servicing CPAC**



Impact on Pay and Benefits



- **Non-Appropriated Fund Employees -**
- **If you choose to volunteer and relocate from the Korea to SA -**
 - **Base Pay - No Change**
 - **Local Market Supplement - Recommend you negotiate a higher salary to compensate for LMS**
 - **Life Insurance - Depends on Salary**
 - **Health Insurance - No Change; However, may require election of new plan**
 - **401 K Plan - No Change to current balance; Potential impact on value of % contributions between Korea & SA**
 - **Retirement - No change in retirement contributions/High 3 annuity calculations unless a higher salary is negotiated**
 - **BRAC Restored Leave - NA for Korea**
- **Employee may seek further counseling and information on these topics from your servicing CPAC**



Key Transition Assistance Programs



- **For employees scheduled or actually involuntarily separated -**
- **Individual Counseling with CPAC and other transition assistance service providers**
 - Will work a schedule with CPAC to provide all IMCOM employees a opportunity for counseling
- **DOD Priority Placement Program (PPP)**
 - Very successful, well managed placement program for DOD employees; More than 100, 000 placed since program established
 - Most permanent eligible to register in program if they have received notice of involuntary separation or demotion through no fault of their own
 - **IMCOM CG HAS AUTHORIZED 1-YEAR EARLY PPP REGISTRATION FOR ELIGIBLE COMMAND EMPLOYEES!**
 - Eligible employee can maintain registration in program for up to 1-year after separation



Key Transition Assistance Programs



- **Interagency Career Transition Assistance Program (ICTAP)**
 - OPM Program to provide transition assistance and placement opportunities for displaced Federal employees
 - Through ICTAP, qualified DOD employees may receive employment preference for jobs in other Federal agencies within same commuting area when those agencies are hiring from outside their current workforce
 - Eligible employee may maintain registration in ICTAP for up to 1-year after separation
- **Unemployment Compensation**
 - Eligibility and time period for monetary payments vary by State
 - Other benefits received at time of separation (i.e., VSIP) may affect employee's eligibility
- **ACAP Transition Services**
 - Resume preparation assistance



Key Transition Assistance Programs



- **Workforce Investment Act**
 - Separating employees may be eligible for career counseling , testing , retraining, placement assistance, financial counseling and other services
 - State Workforce Agencies, along with local One-stop Career Centers provide services
 - On-line services available at: <http://www.careeronestop.org>
- **There are many other programs; Good sources of information include:**
 - BRAC CARE Website: <http://www.cpms.osd.mil/bractransition>
 - Army CPOL Website: <http://cpol.army.mil/library/general/brac/>
 - Army ACSIM Website: <http://www.hqda.army.mil/acsim/brac/BRAC>



Non-binding Canvass Letter Procedures



- **Supervisors will distribute Non-binding Canvass Letter to each permanent employee on Nov. 17-19**
- **Supervisors will make appropriate arrangements to get letter distributed to employees in TDY/Leave status**
- **Employees will, if they choose, respond to letter by 5 December 2008 using return procedures for your location identified in the letter**
- **Employees interested and selected for early relocation notified in Feb '2009**



Takeaways



Relocation is your choice

- **Command leadership wants you have as much information as possible to make and informed decision**
- **Command's HR Plan strikes a balance between mission and people**
- **There is a lot of information to consider; Take the initiative to learn as much as you can**
- **Command will work with CHRA/CPACs to make counseling available for all employees**
- **IMCOM charts and other information available at: <http://www.imcom.army.mil/site/transformation/>**
- **Decisions on Korea are still pending. Korea charts will be made available**



Questions



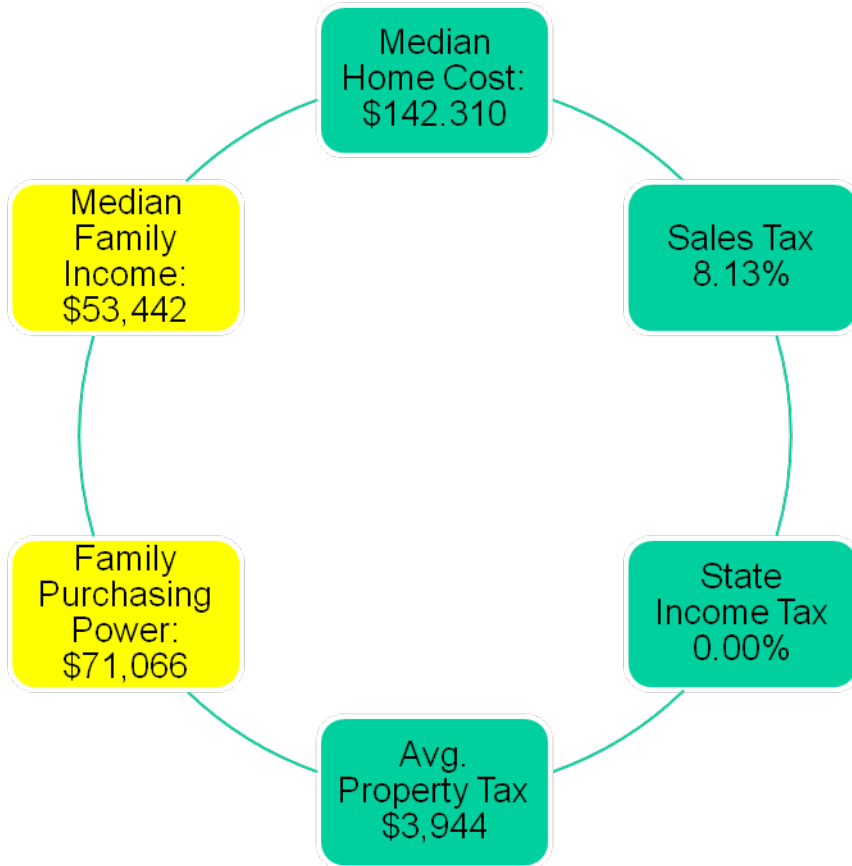
- May not have answers now but will get back on all questions.
- Some that we received:
 - EXORD to implement – not published
 - Competitive area – New Region and RIST will be new areas
 - Priority for placement: Meet minimum qualifications for position. SCD Leave date is the only criteria to be used if more than one eligible applicant



Cost of Living Comparison



SAN ANTONIO, TEXAS



Source of Data: CNN money magazine 100 best places to live for 2007